



# HOLYBROOK PARISH COUNCIL

Serving the communities of Beansheaf Farm & Fords Farm

Parish Office, The Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW

e-mail: [bookings@holybrook-pc.gov.uk](mailto:bookings@holybrook-pc.gov.uk)

Telephone: 01189 454 339

## NOTICE TO USERS Beansheaf Community Centre

***This note is a reminder to all hirers of some of the safety regulations that must be followed when using the building.***

***(Please make yourself familiar with the full Health & Safety conditions as detailed in the Centre's Risk Assessment)***

1. Please do not leave the Centre unattended. If your event finishes early, please advise the caretaker and await their arrival before leaving (the telephone number is on the notice board in the foyer). The Centre should be cleaned and ready to lock no later than the time your party has been booked to.

An empty building attracts unauthorised visitors and puts the caretaker at increased risk if they have to enter the building after it has been left empty for some time.

2. Should the fire alarm sound, please evacuate the building and call the Fire Brigade when it is safe to do so (alarms are regularly tested and you will be advised if a test is scheduled whilst you are in the building). Please familiarise yourself with the Fire Regulations notices displayed in the foyer and each of the rooms.
3. For security, each hirer is provided with a unique door code for the inner lobby door. Under no circumstances should this code be shared with anyone else and the inner lobby door must never be pinned back. Latecomers can use the grey buttons on the right-hand side of the front door to flash a light in the relevant room to alert other members of their arrival.
4. For health and safety reasons, if your group uses a cupboard in the Centre, please store equipment safely to minimise the risk of accidents. Be aware that the Council does not insure hirers' equipment and you must arrange your own cover.

Finally, if you have any problems during your booking, if something is broken or you need to change your booking times, please notify the Parish Office. You can either email the office on: [bookings@holybrook-pc.gov.uk](mailto:bookings@holybrook-pc.gov.uk), call 0118 945 4339 or leave a note in the letterbox. Remember, we can only fix a problem if we know about it.

Thank you

Pamela Kirkpatrick,  
**Clerk to Holybrook Parish Council**